

STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

APPLICATION FOR LICENSURE

PROFESSIONAL STRUCTURAL ENGINEER

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Utah Division of Occupational and Professional Licensing (DOPL) desires to provide courteous and timely service to all applicants for licensure. To facilitate the application process, **submit a complete application form including all applicable supporting documents and fees.** Failure to submit a complete application and supply all necessary information will delay processing and may result in denial of licensure. The fees are for processing your application and will not be refunded. **Please read all instructions carefully.**

Address of Record: The address you provide on this application will be your address of record. All correspondence from DOPL will be sent to that address. You are responsible to directly notify DOPL of any change to your address of record. Do not rely on a forwarding order.

Social Security Number: Your social security number is classified as a private record under the Utah Government Records Access and Management Act. It is used by DOPL as an individual identifier. It is also used for child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements 42 U.S.C. 666(a)(13). If an SSN is not provided, the application is incomplete and may be denied.

SUPPORTING DOCUMENTS AND FEES:

If you are applying for licensure as a professional structural engineer, complete each of the following in addition to submitting a completed application:

1. Submit official transcript(s) or other appropriate records documenting completion of an approved engineering education program (*See page 3 of application*).
2. Submit a "Verification of Experience" form (*attached to this application*) documenting three (3) years of qualifying structural engineering experience.
3. Submit a "Request for Verification of License" form (*attached to this application*) from your state licensing board documenting:
 - ☐ 3 years of qualifying structural engineer experience.
 - ☐ Passing scores on the NCEES FE and NCEES PE examinations and passing scores on the NCEES Structural I and II examinations if you passed these exams in another state.

Request that the verifying state(s) complete the form(s) and mail or fax them directly to DOPL or return them to you for submission with your application.

OR

Submit the original score report from the Engineering and Land Surveying Examination Services (ELSES) documenting your passing score(s) on the NCEES FE and the Structural I and II examinations, if you passed the examination(s) in Utah.

4. Submit a completed take-home "Utah Professional Engineer Law and Rules Examination" (*pages 9 and 10 of this application*).
5. Submit a **\$110.00** non-refundable application-processing fee, made payable to "DOPL."

If you are applying for reinstatement of your professional structural engineer license, complete each of the following in addition to submitting the information required above:

1. Submit documentation of 24 hours of continuing education completed within the two years immediately prior to submitting your application for reinstatement of licensure.

OR

If you failed to timely complete the required hours of continuing education prior to the expiration of your license, submit documentation of having completed double the number of hours missed. These hours must be completed immediately prior to the submission of this application for reinstatement of licensure.

2. A license can be reinstated if it has been expired less than two years. To reinstate a license submit an application for renewal/reinstatement and pay the necessary fees. The required fees include both a renewal fee of \$73 and a reinstatement fee. For licenses expired within 30 days, the reinstatement fee is \$20. The reinstatement fee for licenses expired longer than thirty days but within two years of expiration is \$50. For an example if a license has been expired longer than 30 days but within two years, you would need to submit a reinstatement fee of \$50 along with a renewal fee of \$73 for a total of \$123. *Keep in mind*, these fees are nonrefundable. Check or money orders are to be made payable to DOPL. Do not enclose cash with your application.
3. A license expired longer than two years requires a new application for licensure and an application fee of \$110 (nonrefundable application-processing fee).

ADDITIONAL IMPORTANT INFORMATION:

1. **Comity or Interstate Licensing:** Each state has authority or jurisdiction over professional structural engineers working in that state. The applicant is responsible for knowing the licensing qualifications and laws that apply to the profession for each state in which he/she expects to provide engineering services.
2. **Utah Law and Rules Examination:** Enclosed is the take-home Utah Professional Engineer Law and Rules Examination. Return the completed examination with your application for licensure. Do not submit it separately.

The following laws and rules are available on the Internet at www.dopl.utah.gov.

- ☐ Division of Occupational and Professional Licensing Act
 - ☐ General Rules of the Division of Occupational and Professional Licensing
 - ☐ Professional Engineers and Professional Land Surveyors Licensing Act
 - ☐ Professional Engineers and Professional Land Surveyors Licensing Act Rules
3. **Current Documents:** Applications, statutes, rules, and forms are occasionally changed. Go to www.dopl.utah.gov to ensure you have the most recent version of these documents.
 4. **Approved Engineering Education Programs are defined in R156-22-302b(1):**
 - ☐ Engineering education program accredited by EAC/ABET.
 - ☐ Engineering education program accredited by CEAB.
 - ☐ If your MS or PhD engineering education program was not accredited by EAC/ABET OR CEAB refer to Rule, R156-22-302b(1)(b), to determine if your engineering education program will meet the education requirement for licensure.
 - ☐ A letter from the Utah Department of Transportation certifying completion of the Transportation Engineering Technology and Fundamental Engineering College Program.
 - ☐ If your engineering degree was earned in a foreign country, please see #5 below.
 5. **Foreign Educated Engineers:** If your engineering education program was completed in a foreign country, contact the Center for Professional Education Services (CPEES) at www.cpees.org or 1-800-464-7650 to make application to have your foreign engineering education program evaluated to determine equivalency to an EAC/ABET accredited engineering education program.

Request CPEES to submit the original copy of the foreign engineering education evaluation program report to ELSSES when you apply to take the FE or PE examination.
 6. **Verification of Licensure:** You may use either the Utah “Request for Verification of License” form (*attached to this application*) or you may use the form provided by the state board providing the verification. The verification must include the following information:

- ❑ Licensure status, including the original and expiration date of licensure
- ❑ Passing scores on the NCEES FE and/or PE examinations and passing scores on the NCEES Structural I and II examinations

7. **Qualifying Experience:** In order for your 3 years (*36 months*) of qualifying structural engineering experience to be accepted, it must be verified by one or more qualified professional structural engineers who supervised your work or who has personal knowledge of your knowledge, ability, and competence to practice professional structural engineering. Request the professional structural engineer(s) providing verification of your experience to submit the “Verification of Experience” form to you for submission with your license application.

IMPORTANT NOTE: The Verification of Experience form (Part I and Part II) will not be accepted without the stamp/seal of the verifying professional structural engineer and original signature and date of the verifying professional structural engineer written across the face of the seal. The form must also be in a sealed envelope with the supervisor’s professional structural engineer seal stamped across the flap of the envelope.

8. **Requirements to take the NCEES Structural I or II Examinations:** You must be pre-authorized by ELSSES in order to take the NCEES Structural I or II examinations. To apply for pre-authorization, you must apply at www.els-examreg.org/utah.php.
9. **Exam Schedules:** NCEES examinations are given in April and October of each year. Refer to the ELSSES website at www.els-examreg.org/utah.php for all examination registration deadlines and examination dates.

NOTE: Persons retaking the exam must contact ELSSES directly to register for the exam. You DO NOT need to contact DOPL to retake the exam.

10. **Examination Taken Prior to May 1, 2002:** If you took the examination prior to May 1, 2002, and you did not pass, you must submit the Pre-approval Application for Exam.
11. **Examination Study Guides:** To obtain NCEES examination study guides, contact NCEES at (864) 654-6824, (800) 250-3196, or www.ncees.org.
12. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
13. **NCEES Council Record:** If you are currently licensed, DOPL will accept the NCEES Council Record to document education, passing scores on the NCEES FE, PE, and NCEES Structural I and II examinations, and verification of licensure. DOPL will not accept the NCEES Council Record to document your structural engineering experience.

To obtain an NCEES Council Record, contact NCEES at (864) 654-6824, (800) 250-

3196, or www.ncees.org.

14. **Transcripts:** DOPL will accept official transcripts released to the applicant. Internet transcripts are not accepted. Include the transcripts with the application. Do not send the transcripts under separate cover.
15. **Structural Engineer versus Professional Engineer:** A Professional Engineer is not permitted to advertise or use the title of Structural Engineer, unless licensed as a Professional Structural Engineer. There are restrictions to the size or complexity of a building or structure that a professional engineer designs. Professional Engineer licensure applications are available at www.dopl.utah.gov.
16. **Seal Design:** The specifications for the seal are found in Rule, R156-22-601 of the Professional Engineers and Professional Land Surveyors Licensing Act Rules.
17. **License Number:** For official records, correspondence and use of the seal, you may use the first 6 or 7 digits of the license number located on your “license.”
18. **Temporary Licenses:** Not issued.
19. **License Renewal:** All professional structural engineer licenses expire on March 31 of each odd-numbered year.

Unlike many other states, Utah’s license renewal schedule **is not** based on the licensee’s date of initial licensure. Under Utah’s renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee’s first renewal cycle depends on how far into the current renewal cycle initial licensure was obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application-processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Approximately two months prior to the expiration date shown on the license, renewal information is disseminated to each licensee’s last address of record, as provided to DOPL.

Please also note that a cashed check does not constitute issuance of a new or renewed license. Fee processing is simply the first step in the evaluation process.

20. **Continuing Education:** Licensed professional structural engineers are required to complete 24 hours of approved continuing professional education in each two-year cycle, ending December 31 of each even-numbered year.
21. **Updating Address Information:** It is your responsibility to maintain a current address with DOPL. If your address is incorrect, you will not receive renewal notices or other correspondence. Address changes can be made online at www.dopl.utah.gov.

22. **Name Change:** If you have been licensed by DOPL under any other name, please submit documentation of your name change (*i.e. copy of a marriage license or divorce decree*).
23. **Ceremonial Certificate of Licensure:** After obtaining your license from DOPL, you can order a Ceremonial Certificate of Licensure, printed on parchment paper with original signatures and an embossed gold seal. Order forms can be obtained at www.dopl.utah.gov.
24. **Mail Complete Application To:**
- By U.S. Mail**
Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741
- By Delivery or Express Mail**
Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111
25. **Telephone Numbers:** (801) 530-6628
(866) 275-3675 – Toll-free in Utah
26. **Fax Number:** (801) 530-6511

APPLICATION FOR LICENSURE

GENERAL INFORMATION:

License Applying For: PROFESSIONAL STRUCTURAL ENGINEER

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Gender: ☐ Male ☐ Female Date of Birth: ____/____/____

Have You Ever Held A Utah License Before? ☐ Yes ☐ No

If Yes, Name of Profession: _____ License Number: _____

MAILING ADDRESS:

Street: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: ____/____/____

Approved By: _____

Date License/Certificate Denied: ____/____/____

Denied By: _____

Reason for Denial/Other Comments: _____

NCEES COUNCIL RECORD: (*Answer “yes” or “no.”*)

☐ Yes ☐ No I requested NCEES to transmit my Council Record to Utah. If “yes” list the date you made the request to NCEES: ____/____/____

EDUCATION: (*Answer “yes” or “no.”*)

☐ Yes ☐ No I have attached transcripts documenting the required EAC/ABET accredited degree.

VERIFICATION OF EXAMINATIONS: (*Answer “yes” or “no.”*)

☐ Yes ☐ No I have requested the “Request for Verification of License” form to verify passing the required NCEES FE, PE, and Structural I and II examinations.

State: _____

State: _____

Contact Person: _____

Contact Person: _____

Phone Number(s): _____

Phone Number(s): _____

AFFIDAVIT FOR UTAH LAWS AND RULES

I understand that it is my responsibility to read and understand all statutes and rules pertaining to my practice as a professional structural engineer in the state of Utah, and I agree to comply with such.

Signature of Applicant: _____ Date: ____/____/____

UTAH PROFESSIONAL ENGINEER LAW AND RULES EXAMINATION

The references listed after each question have been provided to assist you in selecting your response. The examination is not intended to be difficult. The purpose of the test is to bring to your attention specific practice issues that you need to know in order to avoid violating Utah law and rule.

Answer “**true**” or “**false**” for each statement. Do not leave any statement blank.

1. _____ A licensed professional engineer may perform architectural work incidental to the practice of professional engineering. [58-22-102(9)]
2. _____ A licensed architect is exempt from licensure as a professional engineer while performing architectural acts or incidental engineering or structural engineering practices that do not exceed the scope of the education and training of the architect performing engineering or structural engineering. [58-22-305(1)(c)]
3. _____ When submitting a final set of plans and specifications for a building or structure, the final set of plans normally includes floor plans; elevations; site plans; foundations, structural and framing detail; electrical, mechanical and plumbing design; information required by the energy code; specifications and related calculations as appropriate; and all other documents required to obtain a building permit. [58-22-102(3) and 603(1)]
4. _____ A professional engineer licensed in a state other than Utah is not permitted to engage in professional engineering services in Utah without first being licensed in Utah, unless exempted from licensure. [58-22-501(2) and 58-22-305]
5. _____ A professional engineer licensed in a state other than Utah is permitted to offer to render professional engineering services in Utah without being licensed in Utah to the extent the engineer complies with the requirements set forth in 58-22-305(1)(a).
6. _____ A person preparing a plan and specification for a one or two-family residence not exceeding two stories in height is not required to be a licensed professional engineer. [58-22-305(1)(b)]
7. _____ A licensed professional engineer may affix his/her seal to a plan, specification, and report only when in accordance with 58-22-603.

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8. _____ An organization engaged in the practice of professional engineering is exempt from licensure, provided that the organization employs a Utah licensed engineer who is in responsible charge of the professional engineering services provided by that organization, and all other persons employed by the organization, who engage in professional engineering are licensed or exempt from licensure. [58-22-102(7) and 58-22-305(1)(g)]
9. _____ A licensed professional engineer who affixes his/her seal to a plan and a specification in violation of 58-22-603, is subject to administration action up to and including revocation of license. [58-1-501(2) and 58-1-401(2)]
10. _____ Any final plan and specification and report prepared by, or under the supervision of the licensed engineer, shall bear the seal of the engineer, when submitted to a client, when filed with public authorities, or when submitted to a building official for the purpose of obtaining a building permit, even if the practice is exempt from licensure under Section 58-22-305. [58-22-602(2)]
11. _____ A licensed professional engineer may affix his/her seal to a plan, specification, or report prepared by other licensed architects and licensed professional engineers, provided the licensed professional engineer affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final plan, specification or report to a client or to a building official. [58-22-603(1)(c)]
12. _____ A licensed professional engineer may affix his/her seal to a plan, specification or report prepared by persons exempt from licensure as an architect or engineer, provided the licensed professional engineer affixing the seal performs a thorough review of all work for compliance with all applicable laws and rules and standards of the profession, and makes any necessary corrections before submitting the final plan, specification, or report to a client or to a building official. [58-22-603(1)(e)]

PROFESSIONAL STRUCTURAL ENGINEER QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, revoked, reprimanded, or disciplined in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your patients or clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (*within 90 days*) used any drugs (*including recreational drugs*) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?
11. _____ Have you ever had a documented case in which you were involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?

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12. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
13. _____ Do you currently have any criminal action pending?
14. _____ Have you pled guilty to, no contest to, entered into a plea in abeyance or been convicted of a misdemeanor in any jurisdiction within the past ten (10) years? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
16. _____ Have you, in the past ten (10) years, been allowed to plea guilty or no contest to any criminal charge that was later dismissed (*i.e. plea in abeyance or deferred sentence*)?
17. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction or on probation/parole in any jurisdiction?



If you answered “yes” to questions 13, 14, 15, 16, or 17 above, you must submit a complete narrative of the circumstances that occurred for EACH and EVERY conviction, plea in abeyance, and/or deferred sentence. You must also attach copies of all applicable police report(s), court record(s), and probation/parole officer report(s).

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you have formally expunged a criminal record as evidenced by a court order signed by a judge, you do not need to disclose that criminal history. Expungement orders must be sent to the Bureau of Criminal Identification and the FBI to enable the expungement to be completed and the criminal history eliminated from the records.



If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, DOPL may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division of Occupational and Professional Licensing in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division of Occupational and Professional Licensing or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organizations, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division of Occupational and Professional Licensing to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: ____/____/____

Printed Name of Applicant: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741

REQUEST FOR VERIFICATION OF LICENSE PROFESSIONAL STRUCTURAL ENGINEER

(Use this form to verify licensure from another state, if applicable.)

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form and submit it to the state that is verifying information for you. Request that the verifying state complete the form and return it to you for submission with your application. If a verifying state insists on submitting the verification directly to DOPL, indicate that fact in the appropriate section of the application.

Printed Name of Applicant: _____

Street Address: _____

City: _____ State: _____ Zip: _____

I am requesting licensure in the state of Utah as a _____ Professional Structural Engineer

I am/have been licensed in your state under the name _____

My social security number is _____

My date of birth is ____/____/____

My license number in your state is/was _____

I have enclosed the necessary license verification fee in the amount of \$ _____

Signature of Applicant: _____

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State/Agency: _____

(Continued on next page)

Name of Licensee: _____

Classification of License Issued: _____

License Number: _____ Current Status: _____

Original Date of Licensure: ____/____/____ Expiration Date: ____/____/____

Continuously Licensed:

☐ Yes ☐ No If No please explain: _____

Examination Pass Record:

NCEES - FE examination: Date Passed ____/____/____

NCEES - PPE examination: Date Passed ____/____/____

PPE discipline tested in: _____

NCEES 8 Hour Structural I: Date Passed ____/____/____

NCEES 8 Hour Structural II: Date Passed ____/____/____

California 8-Hour Structural I:* Date Passed ____/____/____

California 8-Hour Structural II:* Date Passed ____/____/____

Other Exam: _____ Date Passed ____/____/____ Exam Score _____

*After July 1, 2004 this examination will no longer be accepted.

Disciplinary Action: ☐ Yes ☐ No If Yes, please provide copies of all Petitions, Orders, etc.

Signature of State/Board Official: _____

Name/Title: _____ Date: ____/____/____

Phone: _____

(Seal Imprint of Stamp)

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Fax: (801) 530-6511

VERIFICATION OF EXPERIENCE FORM

(For Professional Structural Engineer Applicants Only)

PART I: TO BE COMPLETED BY APPLICANT:

Last Name: _____ Maiden Name: _____

First Name: _____ Full Middle Name: _____

Total Work Hours Completed: _____

Work Experience is required in each of the following areas:	Completed Hours
Use of three of the following four materials as they relate to the design, rehabilitation or investigation of buildings or structures: steel, concrete, wood; or masonry;	
Selection of framing systems including the consideration of alternatives and the selection of an appropriate system for the interaction of structural components to support vertical and lateral loads;	
Selection of foundation systems including the consideration of alternatives and the selection of an appropriate type of foundation systems to support the structure;	
Design and detailing for the transfer of forces between stories in multi-stories buildings or structures;	
Applications of lateral design in the design of the buildings or structures in addition to any wind design requirements; and	
Applications of the local, state and federal code requirements as they relate to design loads, materials, and detailing.	
Work Experience is required in one or more of the following areas:	
Structural design of any building or structure two stories and more, or 45 feet in height, located in a region of moderate or high seismic risk designed in accordance with current codes adopted pursuant to Utah Code 58-56-4;	
Structural design for a major seismic retrofit/rehabilitation of an existing building or structure located in a region of moderate or high seismic risk; or	
Structural design of any other structure of comparable structural complexity.	

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A total of 36 months or 6,240 hours of full time qualifying structural engineering experience in the areas listed above are required. The Division prior to approving an application may, outside of this affidavit, require the applicant to provide additional documentation. Also, an affidavit must be filled out for each employer.

Dates Employed: from ____/____/____ to ____/____/____

Average hours worked per week: _____

NOTE: If the experience is less than full time, calculate the number of months equivalent to full time employment at a rate of 40 hours per week.

Name of Employer: _____

Address: _____

Name of Person Verifying Experience: _____

Job Title: _____

**PART II: TO BE COMPLETED BY THE PROFESSIONAL STRUCTURAL ENGINEER
VERIFYING THE APPLICANT'S EXPERIENCE:**

Review the description of the applicant's duties as provided by the applicant. Complete the information requested in PART II and return the completed forms (PART I and PART II) to the applicant for submission with his/her license application.

1. Is the applicant's description of his/her experience correct? ☐ Yes ☐ No
2. Was the applicant a licensed principal in responsible charge of the organization's professional structural engineering practice? ☐ Yes ☐ No
3. Would you recommend the applicant be licensed as a professional structural engineer?
☐ Yes ☐ No If no, please explain. Attach additional pages if necessary.

4. What is the basis of your knowledge of the applicant's knowledge, ability, and competence to practice?

(Continued on next page)

Printed Name of Verifying Engineer: _____

Address: _____

Telephone Number: _____ Cell Number: _____

E-Mail Address: _____

Engineer License Number: _____

State: _____ Issue Date: ____/____/____ Expiration Date: ____/____/____

I certify that the information contained in this document is true, complete and accurate. I further certify that I understand that to falsify or withhold information may be unprofessional conduct and would subject my license to disciplinary action.

Signature of Licensed Professional Structural Engineer/Qualified Professional Engineer

Verifying Information: _____

(Seal Imprint of Stamp)

Date of Signature: ____/____/____

NOTE: This form will not be accepted without the stamp/seal of the verifying professional structural engineer and original signature and date of the verifying professional structural engineer written across the face of the seal.